

## **14 FAM 530 OFFICIAL TRAVEL**

*(CT:LOG-20; 02-24-2006)*  
*(Office of Origin: A/LM)*

### **14 FAM 531 EMPLOYMENT AND ASSIGNMENT TRAVEL**

*(CT:LOG-2; 06-09-2005)*  
*(Uniform State/BBG/USAID/Commerce/Agriculture)*

When two or more types of travel are combined, the pertinent provisions apply separately to each segment of the trip. Types of official travel follow below.

#### **14 FAM 531.1 Appointment Travel**

*(CT:LOG-2; 06-09-2005)*  
*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. Official travel and transportation for U.S. citizen and Foreign Service national employees, their families, and effects, may be authorized from place or places of residence or other place specifically authorized to official duty station.
- b. Effects may be authorized to be shipped at U.S. Government expense from place of storage. Shipment of effects is authorized for employees whose tour of duty at post is one year or more or who serve less than a year and are transferred or otherwise removed from post for the convenience of the U.S. Government (see 3 FAM).

#### **14 FAM 531.2 Alternate-Seat-of-Government Travel**

*(CT:LOG-2; 06-09-2005)*  
*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. Official travel and transportation for U.S. citizen and Foreign Service national employees, their families, and effects, may be authorized to and from the alternate seat of government.
- b. There is no per diem at destination unless specifically authorized. Shipment and storage of effects, and motor vehicle, may be authorized.

## **14 FAM 531.3 Relocation Travel**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Official travel and transportation may be authorized for employees to move from one official duty station to another. This includes permanent change-of-station (PCS) and transfer moves.

## **14 FAM 531.4 Home Leave Travel**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. Official travel and transportation may be authorized for U.S. citizen employees and their families from post or any place abroad where presence is due to U.S. Government orders to home leave residence in the United States, or if the employee's designated home leave residence is outside the area of employment, in a U.S. Commonwealth or possession, and return or transfer to another official station. Home leave travel is not authorized for family members already on separate maintenance allowance (SMA) authorization (see also 14 FAM 536.1).
- b. Employees and their families traveling should spend 20 workdays in the United States (see 3 FAM 3434.2 for exceptions). Except as provided in 14 FAM 532.4 the family may not travel until the employee is eligible for home leave and has been issued home leave orders.

## **14 FAM 531.5 Rest and Recuperation Travel**

*(CT:LOG-4; 08-02-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. Travel of an employee and eligible family members may be authorized and performed in accordance with 14 FAM 523.2-1, subparagraph f(1)(d) and in 3 FAM 3720.
- b. Each post eligible for rest and recuperation (R&R) travel has a designated R&R relief point. Lists of eligible posts by regional area and their designated relief points are located in 3 FAH-1 Exhibit H-3722(1) through 3 FAH-1 Exhibit H-3722(5). U.S. Government-funded round-trip transportation will be provided to post-designated R&R relief point.
- c. Employees and eligible family members have the option of traveling to any city in the United States (the 50 States and the District of Columbia) for R&R in lieu of traveling to post's designated R&R relief point abroad (see 3 FAM 3725.3-2). If this option is selected, employees may travel directly to their selected city in the United States utilizing available round-trip contract fares, or the most beneficial economy air fare as may be

determined by post. The employee may use the selected U.S. city as the **basis** for cost-constructive travel to other cities in the United States. However, the traveler(s) must stop in the selected U.S. city for at least one night.

- d. When authorization is granted to the selected city in the United States, each traveler is required to spend at least one night in the selected city and the employee must spend over one-half of the total scheduled leave in the United States. Employees and family members who fail to fulfill this requirement may be liable for repayment of the difference in cost of travel between the primary designated relief point abroad and the selected city in the United States. When a traveler does not wish to travel to the selected U.S. city, then cost construct must be made against the designated relief point, which is normally abroad.
- e. If a traveler chooses an alternate R&R destination (see 3 FAM 3723) abroad, or in the territories of the United States, travel will be on a cost-constructive basis using the contract airfare (where available) to post's designated R&R relief point abroad. (**NOTE:** Designated relief points for WHA posts are in the United States.) If the round-trip cost to the alternate destination is higher than what is authorized to the designated relief point, the traveler pays the difference. If the round-trip cost is lower, the U.S. Government travel costs are limited to the lower fare. Regularly scheduled stopovers on a normally traveled route are permitted if allowed by the airlines and if there is no additional cost to the U. S. Government.
- f. Contract fares may not be used for indirect travel. Only the designated R&R relief point or selected city in the United States can be indicated on the travel authorization. If the traveler selects a restricted airfare, any penalties or limitations associated with the restricted airfare are the traveler's responsibility.
- g. The Department recommends that posts use the lowest cost unrestricted contract airfares for all R&R travel, whether to designated R&R relief points, cities in the United States, or as the basis for cost-constructing travel to alternate destinations (see 14 FAM 543 and 14 FAM 564). However, funding for R&R travel is a post function and, as such, the final decision regarding R&R travel is a post responsibility.

## **14 FAM 531.6 Marine Security Guard**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

See 12 FAM 435.

## **14 FAM 531.7 Military Furlough, Resignation, Retirement, and Other Separation Travel**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. Official travel and transportation may be authorized for U.S. citizen and Foreign Service national employees, their eligible family members, and effects, from post or any place where presence is due to U.S. Government orders to designated place of residence in the United States (see definition in 14 FAM 511.3), or, in the case of Foreign Service national employees, to a designated place of residence at the time of appointment.
- b. When a U.S. citizen employee elects to reside at other than the designated place of residence, expenses shall be allowed based on constructive cost (see 14 FAM 511.3 and 14 FAM 612.3) to designated place of residence in the United States (see 3 FAM on separation of U.S. citizen employees and 3 FAM on military furlough).
- c. This regulation provides Civil Service employees, who mandatorily converted to Civil Service from Foreign Service under the Foreign Service Act of 1980, those benefits of travel and/or transportation of effects to which they were entitled at the time of such mandatory conversion.

## **14 FAM 532 FAMILY TRAVEL**

### **14 FAM 532.1 Family Travel for Representational Purposes**

#### **14 FAM 532.1-1 Eligibility and Purpose**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Travel for representational purposes may be authorized for one family member only. The authorizing officer is expected to make sparing and judicious use of this authorization. In all cases, the justification must demonstrate a clear advantage to the United States.

## **14 FAM 532.1-1(A) Within Country of Assignment**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. As a general guideline, local travel of a family member should be authorized when:
  - (1) Representation by the officer alone could not be accomplished effectively; or
  - (2) Protocol or local customs would be served; or
  - (3) The travel is necessary in connection with VIP visits or important meetings at which spouses of foreign dignitaries are present.
- b. The chief of mission in consultation with heads of other agencies in their country of assignment will develop local rules and practices to promote the maximum degree of uniformity in the exercise of this authority.

## **14 FAM 532.1-1(B) Outside Country of Assignment**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Representational travel outside the country of assignment is restricted to family members of high-level officers and will be authorized only when a clear need for dual representation exists. Normally, travel will be restricted to eligible family members of chiefs of mission, deputy chiefs of mission, country public affairs officers, and USAID mission directors or USAID representatives. However, in exceptional circumstances, the eligible family members of a subordinate officer may be authorized such travel. Typical of the circumstances warranting representational travel outside the country are the following:

- (1) When an ambassador or USAID mission director accompanies a foreign dignitary to the United States on a state visit or as a presidential guest and the dignitary is accompanied by a spouse or other members of the household;
- (2) When a State, or USAID officer attends an international conference or meeting sponsored by a group or organization of nations, such as the United Nations, and the spouses of participants have also been invited to attend; and
- (3) When the President sends U.S. delegations abroad or congressional or other high-level delegations proceed abroad, accompanied by their spouses.

## 14 FAM 532.1-1(C) Documentation

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

The officials cited below in 14 FAM 531.1-2 must provide and sign a justification statement. For control and inspection purposes the authorizing officer should record and file the justification for authorizing representational travel.

## 14 FAM 532.1-2 Who May Authorize

### 14 FAM 532.1-2(A) Within Country of Assignment

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. **Department of State:** The chief of mission, or principal officer where there is no immediate supervisory post, may, subject to the availability of post travel funds, authorize such travel. This authority may be redelegated only to the deputy chief of mission.
- b. **Agency for International Development:** The director of the USAID mission or USAID representative may, subject to the availability of post travel funds, authorize such travel. This authority may not be redelegated.

### 14 FAM 532.1-2(B) Representational Travel Outside Country of Assignment

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. **Department of State:** The chief of mission, or principal officer when there is no immediate supervisory post, may authorize representational travel outside the country of assignment, provided advance approval is obtained from the assistant secretaries of the regional bureaus.
- b. **Agency for International Development:** The director of the USAID mission or USAID representative may authorize representational travel outside the country of assignment, provided advance approval is obtained from the regional assistant administrator in Washington.

## **14 FAM 532.2 Newly Acquired Family Member**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Employees assigned to a post who acquire a family member (see 14 FAM 511.3) subsequent to the issuance of assignment travel orders may be authorized travel expenses for the family member notwithstanding the time limitation specified in 14 FAM 584.2. Travel of the newly acquired family member will be authorized from either place of acquisition or residence. (Proof in either case is required.) Shipment and storage of additional effects may be authorized in accordance with 14 FAM 613.2.

## **14 FAM 532.3 Advance Return of Family Financed by U.S. Government**

### **14 FAM 532.3-1 General Policy**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

In certain cases, an employee's family may be authorized, before the employee's eligibility for travel, to return to employee's residence in the United States.

### **14 FAM 532.3-2 Conditions of Authorization**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. The Department of State, BBG, Commerce, or the USAID mission director or USAID representative may authorize advance travel of an employee's family members when the chief of mission or the head of the agency establishment abroad determines that the public interest requires the return of a member of the family for compelling personal reasons of a humanitarian or compassionate nature, including but not limited to cases which may involve physical or mental health or death of any member of the immediate family.
- b. The Department or Agency in Washington, DC, may authorize advance travel of family members when there is an obligation imposed by an authority or circumstances over which the individual has no control. Advance travel may be authorized by the Department or Agency in Washington, DC, after family members have been at the post at least 6 months under the following conditions:



- (1) A child who is not eligible for educational travel (see 14 FAM 232.5) has been at a post abroad and educational needs (for the equivalent of grades 1 through 8 only) so require; or
- (2) A child 21 years or older, is unmarried, and has traveled to the post before attaining such age (see 14 FAM 532.6).

### **14 FAM 532.3-3 Authorized Costs**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Only one-way transportation will be authorized for advance return of family. If a family member subsequently travels at U.S. Government expense to the same or another post to which the employee is assigned, the total cost of the advance return and subsequent travel may not exceed the cost which would have been incurred had the family member traveled at the same time as the employee.

### **14 FAM 532.3-4 Repayment Agreement**

*(CT:LOG-4; 08-02-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Before any obligation of U.S. Government funds is incurred, the employee shall execute a repayment agreement in accordance with the format in 14 FAM Exhibit 532.3-4. The original and one copy should be forwarded to:

- (1) **State:** HR/CDA, by memorandum, subject: APER;
- (2) **USAID:** M/PM, USAID/W as an attachment to a memorandum;
- (3) **Commerce:** USFCS/OIO/OFSP as an attachment to a memorandum;
- (4) **BBG:** E/O, P/N, VOA/X, and M/P as an attachment to a memorandum.

### **14 FAM 532.3-5 Repayment Requirements**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

The conditions under which repayment must be made by the employee for travel expenses borne by the U.S. Government in connection with the advance return of employee's family are as follows:

- (1) The employee fails to complete the service period (see 3 FAM) required to become eligible for travel and transportation at U.S. Government expense; or



- (2) There is a change of dependency status which cancels the eligibility of family member(s) for return travel to the United States (see definition in 14 FAM 511.3) at U.S. Government expense. (A divorce or an annulment prior to the issuance of travel orders no longer cancels eligibility of family members for return travel to the United States.)

## **14 FAM 532.3-6 Repayment Liquidation or Refund**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

If the employee is subsequently transferred, assigned, separated, or returned on leave at U.S. Government expense to the United States and the expenses of the advance travel become a proper obligation of the U.S. Government, the employee will be relieved of the obligation set forth in the repayment agreements to the amount of allowable expenses (see 14 FAM 532.3-4). If the employee has previously made repayment, employee may request and receive an appropriate refund.

## **14 FAM 532.4 Advance Travel of Family Financed by the Employee**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. The employee may arrange for advance travel of family, paying the cost initially and claiming reimbursement after the employee has been issued travel authorization which covers the travel of family and after the employee has reached eligibility date. Reimbursement is limited to the amounts payable had the family traveled at the same time as the employee.
- b. Reimbursement may be made for advance travel or return travel to the United States for a spouse and/or minor children of an employee who have traveled to the post as eligible family members even if, because of divorce or annulment, such spouse and/or minor children have ceased to be eligible family members as of the date the employee becomes eligible for travel. Reimbursable travel may not be deferred more than six months after the employee completes personal travel pursuant to the authorization.
- c. If the advance travel of family was to the employee's temporary duty post and the employee was transferred to the post at the end of the employee's temporary duty, employee may claim reimbursement for expenses of allowable travel and transportation of family and effects which were incurred prior to the effective date of transfer of the employee

and the date of employee's transfer travel authorization.

## **14 FAM 532.5 Educational Travel**

*(CT:LOG-20; 02-24-2006)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. Travel of a child may be authorized in lieu of an educational allowance, to and from a school located in the United States for secondary education and for college education in accordance with section 280, Standardized Regulations (Government Civilians, Foreign Areas) and the Federal Travel Regulations.
- b. Unaccompanied air baggage is allowable in accordance with 14 FAM 613.3-1.

## **14 FAM 532.6 Travel of Children 21 Years of Age or Older**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. An employee's child who is unmarried and who is 21 years of age or older may be authorized return travel to the employee's place of residence for separation purposes in the United States (see definition in 14 FAM 511.3), provided the child, when attaining the age of 21 was at, or proceeding to, a post abroad to which the employee was assigned. The first travel authorization that is issued to the employee authorizing travel of the family after a child has reached the age of 21, constitutes authority for such travel. The return of the child to the United States should be completed within 1 year of the date the employee's travel begins. A child 21 years or older, who proceeds to the employee's post may not be returned to the United States nor perform any travel at U.S. Government expense, except as provided for educational travel up to the 23rd birthday, plus additional years allowed for any military service, in subchapter 280 of the Standardized Regulations (Government Civilians, Foreign Areas).
- b. Travel of a child who is under 21 will usually be authorized to an employee's next assignment if the employee's transfer is to occur before the child's 21st birthday. If that child's travel does not commence prior to turning 21, that authorization is no longer valid.

## **14 FAM 532.7 Travel of Family While Employee Is on Temporary Duty En Route to or from Post of Assignment**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

When an employee is ordered to stop for temporary duty in the United States or abroad en route to or from employee's post of assignment, the family does not have to accompany the employee as long as they join the employee at the stopover point. Per diem at the stopover point may be allowed for members of the family only during the period of temporary duty of the employee and for the actual time at the TDY location (for USAID, this is subject to the provisions in 14 FAM 572.2-5).

## **14 FAM 532.8 Return Travel of Spouses and/or Dependent Children to the United States in Connection with Marital Separation or Divorce**

*(CT:LOG-17; 01-24-2006)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. Return travel of an employee's spouse may be authorized to the employee's service separation address in the United States (see definition in 14 FAM 511.3) or any other location in this jurisdiction on a cost-constructive basis from the employee's post of origin to the employee's separation address when a permanent marital separation or divorce is intended. Generally, a separation agreement should exist, but in the absence of an agreement, the chief of mission or head of agency's establishment abroad may determine that such travel is warranted and may initiate authorization action. The circumstances upon which this determination is based should be summarized in writing and retained at post until the employee departs post.
- b. Return travel of spouse may be included in the first travel authorization issued to the employee authorizing travel of the family after an agreement to separate or divorce is reached. In the circumstances referred to in paragraph a of this section, such travel may also be requested as advance travel in accordance with 14 FAM 532.3 and 14 FAM 532.4.
- c. Only one-way transportation to the employee's service separation address, or to any other location in the United States on a cost-constructive basis from the employee's post of origin to his or her separation address, will be authorized for return travel of spouse. If the

employee subsequently requests travel of the spouse at U.S. Government expense to the same or another post to which the employee is assigned, the total cost of the return and subsequent travel may not exceed the cost which would have been incurred had the spouse traveled at the same time as the employee. In such cases, if the cost of the return and subsequent travel exceeds the employee's authorized travel, the employee will be liable for payment of the excess cost.

- d. Before any expenses are incurred for return travel of spouse, the spouse shall execute an agreement in accordance with the format in 14 FAM Exhibit 532.8. This agreement states that the spouse understands that travel back to the same post will not be authorized at U.S. Government expense, and that the agreement is signed voluntarily.
- e. Travel of dependent children of an employee may be authorized under this provision only if a legal custody agreement exists or the employee otherwise agrees in writing to permit the children to leave post permanently with the spouse. The employee must also submit a revised Form OF-126, Residence and Dependency Report, to declare as a loss those children for whom return travel is requested under this provision (see 3 FAM). The employee may also request advance travel of children in accordance with 14 FAM 523.3, if travel is not intended to be a permanent return to the United States.

## **14 FAM 532.9 Transfer Travel**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

- a. Official travel and transportation may be authorized for U.S. citizen and Foreign Service national employees, their families and effects, from old post, or any place where presence is due to U.S. Government orders, to new post. Transportation of effects is allowed from old post to new post and/or to point of storage; or to new post from old post, previous posts, and/or points of authorized storage.
- b. Effects may be shipped between places other than those authorized subject to provisions in 6 FAM 612.3. When emergency conditions exist at the new post, another destination may be designated for travel of the family and transportation and storage of effects and a motor vehicle. Upon termination of the emergency, travel and transportation to the new post may be authorized.

## 14 FAM 533 TEMPORARY DUTY TRAVEL

### 14 FAM 533.1 General

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Official travel and transportation may be authorized for U.S. citizen and Foreign Service national employees from any place to temporary duty station or stations and thence to such place or to post (see also 14 FAM 532.7 covering travel of eligible family members).

### 14 FAM 533.2 Authorizing Temporary Duty Travel

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. **State only:** Form DS-144, Temporary Duty (TDY) Official Travel Authorization, is used for approving temporary duty travel. Approval may cover travel performed for administrative or medical purposes, rest and recuperation, short-term training, attendance at conferences, etc., between the United States and other countries, within the United States, or abroad. Authorizations issued in the form of telegrams, etc., are confirmed by the subsequent issuance of a Form DS-144, or equivalent official form.
- b. **USAID only:** See ADS 522, Performance of Temporary Duty travel in the United States and Abroad.
- c. **Commerce only:** Form CD-29, Travel Order, is used for authorizing temporary duty travel when headquarters, Washington, DC, issues the travel orders. Otherwise, Form DS-144 is used when post issues the travel orders. Included is travel for administrative purposes, rest and recuperation travel, short-term training, medical purposes, attendance at conferences, etc., performed abroad, within the United States, and between the United States and points abroad. Authorizations issued in the form of telegrams are confirmed by the subsequent issuance of either a Form CD-29 or a Form DS-144.

### 14 FAM 533.3 Training Attendance

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Official travel may be authorized for employees to receive training.

## 14 FAM 533.4 Conference Travel

### 14 FAM 533.4-1 Attendance

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Agencies shall select conference sites that minimize conference costs and conference attendees' travel costs. Agencies shall minimize conference attendees' travel costs by authorizing the minimum participation necessary to accomplish agency goals. The authorizing official shall assure that the number of attendees from the Department is necessary and justified. In addition, the need for conference and meetings for which the total travel and per diem estimate exceeds \$5,000 shall be authorized by an assistant secretary, executive director, or equivalent.

### 14 FAM 533.4-2 Conference Site

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

When available, use U.S. Government-owned or U.S. Government-provided conference facilities to the maximum extent possible. The authorizing officer should avoid conference sites that might appear extravagant to the public.

### 14 FAM 533.4-3 Conference Site Selection Process

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

#### a. Locality selection procedures:

- (1) When arranging to conduct a conference, the authorizing officer shall consider at a minimum three alternative conference sites;
- (2) Each considered site shall be selected based on the belief that it would result in lower overall conference costs and conference attendees' travel costs. The sponsoring or co-sponsoring office shall survey the cost of conference facilities at each of the considered sites, and shall determine the potential cost to the U.S. Government of conducting the conference at each of the alternative sites.

- b. **Exception:** A conference site may be selected without following the procedures outlined above for the reason of disproportionate participation. The procedures outlined above do not apply when a majority of the U.S. Government attendees are from the locality proposed as the conference site, or when only one site accomplishes conference goals. In the latter case, the authorizing officer must certify in writing

that the selected locality is the only conference site compatible with accomplishing the sponsoring or co-sponsoring office's objectives.

- c. **Documentation:** The authorizing officer shall document the cost of each alternative conference site, and shall retain a record of the documentation for every conference held. The authorizing officer shall also make the documentation available for inspection by the Office of Inspector General (OIG), or for other interested parties.

## **14 FAM 533.5 Experts and Consultants Travel**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Persons employed intermittently as consultants or experts and persons serving without compensation (including citizens or subjects of other countries) are authorized travel expenses, including per diem, while away from their homes or regular places of business, in accordance with 14 FAM 560.

## **14 FAM 533.6 Information Meeting Travel**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

Official travel and transportation may be authorized for employees to attend a meeting to discuss general agency operations, and/or review status reports or discussion topics of general interest. If a site visit is conducted as part of the same trip, the entire trip should be considered a site visit (see 14 FAM 533.11).

## **14 FAM 533.7 International Conferences**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

When travel to, or in connection with, conferences is financed under Department of State appropriations available for international conferences, such travel must be performed in accordance with the provisions of the travel authorization and other appropriate instructions issued by the Department pertaining to the conference.



## **14 FAM 533.8 Invitational Travel Authorizations Federally Financed**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Each invitational travel authorization shall specify the purpose of the travel (e.g., conference attendance, information meeting, speech presentation, etc).

## **14 FAM 533.9 Invitational Travel Authorizations Non-Federally Financed**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

To defray the cost of air travel, any donations from non-Federal sources must comply with the Department's regulations in accommodations on airplanes (14 FAM 567.2), including all applicable OMB guidelines (OMB 93-11), as well as the Department's regulations regarding gifts of invitational travel (see 2 FAM 962.1-8).

## **14 FAM 533.10 Site Travel**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

Travel of an employee may be authorized to visit a particular site in order to perform operational or managerial activities; e.g., oversee programs, grant operations, or management activities for internal control purposes; carry out an audit, inspection or repair activity; conduct negotiations; provide instructions; or provide technical assistance.

## **14 FAM 533.11 Special Mission Travel**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Travel of an employee may be authorized to carry out a special agency mission such as involvement in noncombat military unit movements; providing security to a person or a shipment (e.g., diplomatic pouch); moving witnesses from residence to other locations; and covering travel by Federal beneficiaries and other nonemployees.

## **14 FAM 533.12 Speech or Presentation Travel**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Travel of an employee may be authorized to make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course (see 14 FAM 533.9 and 14 FAM 533.10).

## **14 FAM 534 MEDICAL TRAVEL**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. Official travel and transportation may be authorized for U.S. citizen employees and their eligible family members from any place where presence is due to U.S. Government orders to nearest locality where suitable medical care can be obtained and thence to an official duty station.
- b. Travel of attendants may be authorized. For other special provision, (see 3 FAM and 14 FAM 523.2-1, paragraph e).

## **14 FAM 535 OTHER TRAVEL**

### **14 FAM 535.1 Directed Departure**

#### **14 FAM 535.1-1 General**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

When, in accordance with 3 FAM, it is the judgment of a chief of a diplomatic mission that the departure of an employee assigned by the Department or Agency to a post under the chief of mission's jurisdiction would be in the interest of the U.S. Government, the authorizing officer at the post may issue a travel authorization detailing the employee to a nearby country. For the Department, the post-authorizing officer may issue a travel authorization transferring a State Department employee and that employee's eligible family members to Washington, DC. For USAID, a travel authorization transferring an employee to Washington, DC, must originate in or have prior approval of Washington, DC headquarters. For BBG, a travel authorization transferring an employee to Washington, DC must originate in or have prior approval of Washington, DC headquarters.

## **14 FAM 535.1-2 Procedures in Connection with Directed Departure**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

To authorize purchase of transportation permitting the detail of an employee or to transfer an employee and eligible family members in accordance with 3 FAM, chiefs of mission may allow issuance of U.S. Government transportation requests (GTRs) (Form SF-1169). The travel order establishing the official obligation of funds will be issued by the Department or the Agency, after the travel commences, upon receipt of the report required in 3 FAM. Travel will be chargeable to the current applicable appropriation. Other fiscal data will be supplied by Washington, DC. Movement of household effects and shipment of automobiles shall not be authorized until receipt of instructions from the Department or Agency.

## **14 FAM 535.2 Travel under Authorized/Ordered Emergency Evacuation**

### **14 FAM 535.2-1 General**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. When the Under Secretary for Management (M) makes a determination that an emergency exists at a post requiring the evacuation of official U.S. citizen employees, official travel and transportation may be authorized for the employees, their eligible family members, and effects from post of assignment to place designated in the travel orders, and thence to post.
- b. When M makes a determination that an emergency exists at a post requiring the evacuation of Foreign Service national employees, official travel may be authorized for the Foreign Service national employees and their immediate families to the nearest practicable place for the duration of the emergency.
- c. The authorizing officer at post shall issue individual or blanket travel authorizations (see 14 FAM 628 for shipment and storage of HHE).

## **14 FAM 535.2-2 Travel Authorizations under Authorized/Ordered Emergency Evacuation**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. **State only:** The authorizing officer at post shall issue individual or blanket travel authorizations. Each authorization shall cite the names of the persons traveling. In addition to the usual post distribution of copies, the authorizing officer shall furnish information copies of all evacuation travel authorizations to the:
  - (1) Bureau of Personnel (HR/CDA/ASD);
  - (2) Travel and Transportation Management Division (A/LM/OPS/TTM);
  - (3) Appropriate regional bureau; and
  - (4) Office of Financial Services (FMP/FM/FS).
- b. **USAID only:** The authorizing officer shall furnish copies of Form USAID 5-8, Request and Authorization of Official Travel, to USAID/W to the:
  - (1) Office of Human Resources;
  - (2) Travel and Transportation Management Division (M/AS/TT); and
  - (3) Office of Financial Management (M/FM).
- c. **Commerce only:** The authorizing officer shall furnish evacuation travel authorization copies to the:
  - (1) Office of Foreign Service Human Resources (USFCS/OFSHR);
  - (2) State's Travel and Transportation Management Division (A/LM/OPS/TTM); and
  - (3) Office of Planning and Management.
- d. **U.S. Despatch Agents:** The Department's or Agency's transportation office will ensure that the appropriate U.S. Despatch Agent receives a copy of the evacuation order or request and authorization for use in clearing the employee's shipment(s) through U.S. Customs:
  - (1) **BBG only:** The authorizing officer shall furnish evacuation travel authorization copies to the Office of Foreign Service Personnel (M/P);
  - (2) Office of Administrative Operations Division (M/AO); and
  - (3) Appropriate administrative office.

## **14 FAM 535.2-3 Prohibitions Against Official and Personal Travel to Posts under Authorized/Ordered Emergency Evacuation**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. Under the Diplomatic Security Act (22 U.S.C. 4802), this policy applies to all employees from all Federal agencies, except Department of Defense (DOD) employees under the command of the area military commander. The term "employee" includes Foreign Service and Civil Service direct-hire, personal services contract (PSC), personal services agreement (PSA), third-country national (TCN), and locally hired personnel.
- b. All official travel by an employee or family member to a post in evacuation status, including temporary duty (TDY) travel by locally engaged staff (other than those permanently resident in the restricted location), requires the formal approval of the Department of State Under Secretary for Management (M).
- c. Restrictions on official and personal travel to posts under **authorized departure**:
  - (1) In limited circumstances, the Department of State Under Secretary for Management (M) may delegate to the chief of mission, whose post is under authorized departure, the authority to approve the official and personal (i.e., R&R, home leave, annual leave, etc.) travel to and from post for permanently assigned employees and family members who do not elect authorized departure;
  - (2) Only the Department of State Under Secretary for Management (M) can approve travel to post for employees and family members and members of household who were away from post when authorized departure was approved, and for employees arriving to begin an assignment (permanent change of station (PCS) travel). It is longstanding Department of State policy not to allow family members to PCS to posts under authorized departure;
  - (3) Employees who are away from post when authorized departure is approved must submit a formal request to return to post, through mission concurrence and with the geographic bureau executive director's recommendation, to obtain the Department of State Under Secretary for Management's (M) approval to return to post; and

- (4) Family members and members of households who are away from post when an authorized departure is approved must submit requests to return to post to the Department of State Under Secretary for Management (M), through the mission and geographic bureau executive director, making clear that the intention of the travelers is to remain at post and not to immediately elect authorized departure.
- d. Restrictions on official and personal travel to posts under **ordered departure**:
  - (1) In all circumstances only the Department of State Under Secretary for Management (M) can approve official and personal travel to posts under ordered departure;
  - (2) Employees away from post when an ordered departure is approved must submit a formal request, with mission concurrence and the geographic bureau executive director's recommendation, and obtain the Department of State Under Secretary for Management's (M) approval to return to post. Typically, the Department of State Under Secretary for Management (M) approves requests to return to post for employees who perform emergency functions as designated by the chief of mission; and
  - (3) Family members and members of household are not entitled to return to post if they are away from post when an ordered departure is approved.
- e. Restrictions on official and personal transit travel of a country in which the U.S. mission is under **authorized** or **ordered departure**:
  - (1) Transit of a country in which the U.S. mission is under authorized or ordered departure should be avoided;
  - (2) Should there be an instance where a transit is unavoidable (e.g., an employee, family member or member of household transiting a country in which the U.S. mission is under evacuation via a direct connecting flight with no intention to exit the airport), post should be informed of the party's transit; and
  - (3) If the individual is required to stay overnight at the transfer point, the person must obtain the Department of State Under Secretary for Management's (M) approval, with the recommendation of post and the relevant geographic bureau. While this may seem burdensome, approval ensures that the Department and the host mission are aware of the employee's presence and location should further emergencies arise.

## 14 FAM 535.3 Emergency Visitation Travel

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

The cost of emergency visitation travel in connection with the serious illness, injury, or death of an immediate family member is performed in accordance with the provisions of 3 FAM 3740.

## 14 FAM 535.4 Visitation Travel

### 14 FAM 535.4-1 Authorization

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Travel of an employee or eligible family member may be authorized and performed in accordance with regulations in 14 FAM 523.2 and in 3 FAM 3730.

### 14 FAM 535.4-2 Prohibition Against Personal Travel to Posts Designated as Unaccompanied

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. This prohibition is based on the Secretary of State's legal authority under 22 U.S.C. 4802 to establish policies and programs for the protection of U.S. Government employees abroad and their accompanying dependents. It applies to all U.S. Government employees of any Federal agency, whether or not affiliated with the mission, other than those under the command of the area military commander, regardless of their point of travel origin, whether domestic or abroad.
- b. The Director General of the Foreign Service, based on post and bureau recommendation, is responsible for designating posts in imminent danger areas or in areas with severe hardships as **unaccompanied**. **Unaccompanied** is defined as either no family members or members of household are allowed to reside at post or that only certain categories of family members, or members of household (e.g., adults only or adults and small children), are authorized to reside at post.
- c. Travel of family members and members of household to **unaccompanied** posts is usually limited to adults over the age of 21 years, consistent with Standardized Regulations (SR040) and 14 FAM 511.3, and requires chief of mission approval.



- d. The availability of family visitation travel from **unaccompanied** posts is explained in 3 FAM 3730.

## **14 FAM 536 SPECIAL TRAVEL**

### **14 FAM 536.1 Voluntary Separate Maintenance Allowance (SMA) Travel**

#### **14 FAM 536.1-1 Authorization**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. Travel may be authorized for all eligible family members for whom SMA is granted under Section 260 of the Standardized Regulations (SR).
- b. An SMA location cannot be changed after authorization SR 264.2 (2).

#### **14 FAM 536.1-2 Authorized SMA Location(s)**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

- a. The following SMA travel at U.S. Government expense may be approved to authorized location(s):
  - (1) When the employee's point of origin is in the United States, an employee's family members may remain at the employee's last official duty station in the United States or travel to Washington, DC when the employee is transferred to a foreign post of assignment;
  - (2) When an employee transfers from one foreign post of assignment to another, an employee's family member(s) may travel to the home leave location designated on Form OF-126, Residence and Dependency Report, or Washington, DC;
  - (3) If an SMA is granted during an employee's tour of duty abroad, the employee's family members may be authorized travel to the home leave location designated on Form OF-126, or Washington, DC.
- b. For shipment of household effects under SMA Grant, see 14 FAM 613.5.

## **14 FAM 536.1-3 Alternate SMA Location**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. U.S. family members traveling to an alternate SMA location in the United States (see definition in 14 FAM 511.3) may do so on a cost-constructive basis. The maximum amount of reimbursement is the cost required to move the family members from the authorized point of origin to the authorized SMA point.
- b. Foreign location: An employee's family members traveling to a foreign SMA location may do so on a cost-constructive basis. The maximum amount of reimbursement is the cost required to move the family members from the authorized point of origin to the authorized SMA point.
- c. Should an employee's SMA grant be terminated due to the employee's subsequent transfer to another post of assignment while the family members are at a foreign location, the employee will be responsible for the payment of excess travel costs involved in relocating the family members to the new post of assignment. The excess travel costs, if any, shall be determined through a constructive cost analysis that compares the travel cost of the employee's eligible family members that would have been authorized from an authorized SMA location to the next post of assignment compared to the amount that is actually incurred. Any amount in excess of the amount allowable is payable by the employee.
- d. Family members in a foreign alternate SMA location have no diplomatic status or privileges.

## **14 FAM 536.1-4 SMA Travel Financed by Employee**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

An employee who initially pays the costs of advance travel of family members may subsequently claim reimbursement of travel and transportation expenses if the agency later authorizes an SMA grant for the affected family members. An employee may not recover a greater amount than would have been incurred had the U.S. Government procured the travel (see 14 FAM 514).

## **14 FAM 536.2 Death of U.S. Citizen Employee**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

The following applies to an employee abroad, on domestic assignment, or on temporary duty.

### **14 FAM 536.2-1 Expenses in Connection with Remains**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Expenses may be authorized for the reasonable cost of preparing remains including the cost of embalming, clothing, cremating, casket, or container suitable for shipment to the place of interment; expenses incurred in complying with local and U.S. laws; and transportation of remains from place of death to any place in the United States designated by the next-of-kin, by surface, or by air. For shipment of remains to a foreign country, see 14 FAM 536.2-4.

### **14 FAM 536.2-2 Family Travel Expenses**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

Expenses may be authorized for the travel of the family from the last place at which dependents resided and traveled at U.S. Government expense, to any place in the United States designated by the next-of-kin as separation residence or place of interment. For travel to foreign countries, see 14 FAM 536.2-4.

### **14 FAM 536.2-3 Transporting Effects**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Expenses may be authorized for the transportation of effects from the last post of assignment, and safe haven if effects are located there, and from any place where effects are stored at U.S. Government expense, to separation residence designated by the next-of-kin. For transportation to foreign countries, see 14 FAM 536.2-4.

## **14 FAM 536.2-4 Foreign Destinations**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Actual authorized expenses may be authorized for travel, transportation of effects, and/or shipment of remains to a foreign country are allowed up to the constructive cost to place last designated by employee as separation residence. Place of interment may differ from residence for travel and transportation of family. When one location or the other is in a foreign country, this does not limit the next-of-kin's discretion in designating an authorized location in the United States for either interment or travel and transportation of family. Authorized expenses may be incurred at any time within 12 months following the date of death, unless the time limitation is waived by an authorizing officer.

## **14 FAM 536.3 Family Member Death**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. This section applies when the employee is assigned abroad or is on domestic assignment.
- b. Actual expenses may be authorized for round-trip travel of a family member and for transportation of remains to a foreign country up to the constructive cost to the place last designated by employee as separation residence. This limitation does not apply when interment is in the United States.

### **14 FAM 536.3-1 Expenses in Connection with Remains**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

See 14 FAM 536.2.

### **14 FAM 536.3-2 Family Travel Expenses**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Travel expenses are authorized for an employee or an eligible dependent to accompany the remains of a family member to the place of interment in the United States or abroad and return (see 3 FAM).

## **14 FAM 536.3-3 Transporting Effects**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

Transportation of effects is not authorized in connection with a family member death.

## **14 FAM 536.4 Travel and Transportation Expenses Authorized in Connection with Deaths of Foreign Service National Employees when in TDY Travel Status**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Travel and transportation expenses are authorized when a Foreign Service national employee dies at a post abroad to which that FSN employee has traveled at U.S. Government expense. Types of expenses authorized are detailed below.

### **14 FAM 536.4-1 Expenses in Connection with Remains**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

Expenses in connection with remains are authorized only as prescribed by 5 U.S.C. 5742, and within made available to the post. The chief of mission shall determine the payments to be made.

### **14 FAM 536.4-2 Travel Expenses for Family**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

When travel authorization was originally issued to bring the Foreign Service national family to post, allowable expenses included travel and per diem for the family from post of assignment, to place where employee resided at the time of appointment to the Service. Payments are to be made from allotments made available to the post.

## **14 FAM 536.4-3 Transportation of Effects**

*(CT:LOG-2; 06-09-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. Transportation of effects is authorized from post where death occurred to the place where the Foreign Service national employee resided at the time of appointment to the Foreign Service. Payments are to be made from allotments made available to the post.
- b. If a Foreign Service national family and its effects were sent to a locality other than that mentioned, constructive costs apply. Travel of a Foreign Service national family and the beginning of shipment of all its effects shall not be deferred more than 6 months following the date of the employee's death, unless the time limitation is waived by an authorizing officer.

## **14 FAM EXHIBIT 532.3-4 FORMAT FOR REPAYMENT AGREEMENT**

*(CT:LOG-4; 08-02-2005)*

### **REPAYMENT AGREEMENT**

(Advance Travel of Family)

I, \_\_\_\_\_ (name), certify that I have read and understand 14 FAM 532.3 and I hereby agree to repay the (Department of State, Broadcasting Board of Governors, or Agency for International Development) for expenditures made by the (Department or Agency) in connection with the travel of my family to \_\_\_\_\_ (place of residence in the United State, its possessions, or the Commonwealths of Puerto Rico and the Northern Mariana Islands) in the event and to the extent that such repayment becomes due under the provisions of the above-cited 6 FAM 14 FAM 532.3.

In the event of my failure to make such repayment when required, I hereby authorize the deduction of such repayment from my salary, allowance, terminal leave, or other payment that may be or become due me.

_____ Name	_____ Signature
_____ Title and Rank	_____ Social Security Number
_____ Date	



## **14 FAM EXHIBIT 532.8 FORMAT FOR AGREEMENT FOR RETURN TRAVEL OF SPOUSE**

*(CT:LOG-2; 06-09-2005)*

### **AGREEMENT FOR RETURN TRAVEL OF SPOUSE**

I, \_\_\_\_\_ (name of spouse), request return travel to the United States in accordance with 14FAM 532.8. I understand that travel will be authorized from post of origin to the service separation address in the United States or any other location in the United States, its possessions, or the Commonwealths of Puerto Rico and the Northern Mariana Islands that is on record for \_\_\_\_\_ (name of employee).

Travel to any point other than the separation address will be performed on a cost-constructive basis (compared against the cost from post of origin to the service separation address) with any excess being my responsibility.

I also understand that, if I subsequently choose to travel back to the post from which this travel is authorized, such travel will not be authorized at U.S. Government expense.

I certify that I am making this request for final travel to the United States voluntarily.

\_\_\_\_\_  
Name of Spouse

\_\_\_\_\_  
Signature of Spouse

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Employee Social Security Number


\_\_\_\_\_  
Date

# 14 FAM EXHIBIT 533.2

## FORM DS-144, TEMPORARY DUTY (TDY) OFFICIAL TRAVEL AUTHORIZATION

[First Page of Multicopy Form]

(CT:LOG-2; 06-09-2005)

		U.S. Department of State		1. TRAVEL NO.: Allotment _____ Obligation _____ 2. DATE (mm-dd-yyyy) _____	
<b>TEMPORARY DUTY (TDY) OFFICIAL TRAVEL AUTHORIZATION</b>					
You are hereby authorized to perform official travel at Government expense as indicated herein. Unless otherwise noted, all expenses and the maximum per diem under the regulations are authorized.					
3. NAME, TITLE, AND ADDRESS (Home address for non-Government personnel)			4. AUTHORIZING OFFICE		6. APPLICABLE REGULATIONS <input checked="" type="checkbox"/> FSTR <input checked="" type="checkbox"/> FTR OTHER _____ (Specify)
			5. SOC. SEC. NUMBER		
7. ITINERARY, PURPOSE, REMARKS AND SPECIAL INSTRUCTIONS AND INSTRUCTIONS					
8. LIQUIDATION RECORD					
Date (A)	Description (B)	Posted By (C)	Obligation Authorized (D)	Obligation Liquidated (E)	Unliquidated Balance (F)
9. TRAVEL REQUESTED BY		10. FUNDS AVAILABLE		11. AUTHORIZING OFFICE	
Signature _____		Signature _____		Signature _____	
Name: _____		Name: _____		Name: _____	
Title: _____		Title: _____		Title: _____	
12. ACCOUNTING CLASSIFICATION CODES - The coding (A through D) must be shown on all documents issued under this authority and must appear on all vouchers, invoices, TR's GBA's etc.					
A. Appropriation	B. Allotment	C. Obligation	D. Organization/Function	E. Object	F. Sub-Subobject
PRIVACY ACT STATEMENT					
Authority: E.O. 9397, dated November 22, 1943 and 5 U.S.C. 5705  Use of your social security number (SSN) is mandatory to process your application or claim. It is used in the mechanized travel advance data system, in addition to your name, as an identifier to assure crediting advances and reimbursements to the right person. Your providing your number will facilitate faster, more accurate processing. If you do not provide your SSN at this time, it must be researched manually with attendant delay, and with the possibility of errors if your claim is confused with that of another person having a similar name. Completed forms are subject to audit by the U.S. Department of State and the General Accounting Office.					

DS-144 Formerly OF 144  
10-2004

ORIGINAL - TO TRAVELER

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